



City of Austin - JOB DESCRIPTION



APFIS Technician

FLSA:	Standard/Non-Exempt	EEO Category:	(30) Technicians
Class Code:	13976	Salary Grade:	OK1
Approved:		Last Revised:	March 01, 2008

Purpose:

Under general supervision, uses comprehensive knowledge, and standardized principles, practices, and procedures, in the documentation, handling, and maintenance of Latent Print files.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Receives and analyzes latent print, fingerprint, and palm prints for APFIS suitability; perform computerized searches utilizing the local APFIS and state AFIS database, and Federal ULW software. Analyzes APFIS/AFIS results. Updates and modifies information in police data system.
2. Documents work performed according to practice, policy, and procedure, and accreditation guidelines.
3. Maintains APFIS/AFIS databases.
4. Reviews case information to coordinate court appearances, testifies in court as expert witness.
5. Reviews latent print evidence to determine suitability for entry into the AFIS systems, assists outside agencies with their latent print evidence. Coordinates with police officers on criminal evidence status, assist other law enforcement agencies.
6. Stores, maintains, and updates latent print files.

Responsibilities - Supervisor and/or Leadership Exercised:

None

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Basic knowledge of fingerprint pattern types.
- Basic knowledge of ridge characteristics.
- Knowledge of applicable processes, techniques, and methods.
- Knowledge of city practice, policy, and procedure.
- Skill in oral and written communication.
- Skill in using computers and related software applications.
- Skill in handling multiple tasks and prioritizing.
- Skill in handling conflict and uncertain situations.
- Skill in data analysis and problem solving.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to establish and maintain effective communication and working relationships with city employees and the public.

Minimum Qualifications:

- Associate Degree from an accredited college, university or community college, with coursework in Police Science, Criminal Justice, or in a field related to the job.
- Experience may substitute for education up to a maximum of two (2) years.

Licenses and Certifications Required:

- Valid Drivers License

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.